

## 1.7 WESTERN FEDERAL LANDS PROCEDURE

### Section 1.1 GENERAL – Subsection C. Revisions. Add the following:

**Purpose:** This subsection requires that the general policy and guidelines provided in this manual be supplemented by Division Office direction to define and clarify standard operating procedures. The following instructions relate to the issuance of Division procedures.

**1. Operating Procedures.** Adopted procedures will be issued electronically. Paper copies may also be issued as requested. Paper copies will be issued on beige paper. Procedures will have the same format and labeling style of the manual. Graphs, figures, and tables will be neatly done using CADD or word processing software.

**2. Table of Contents.** Section 7 of each chapter is reserved for Division procedures. Section 7 of each chapter will always begin with a table of contents. The table of contents will show the number of the procedure, the effective date of the procedure, describe the subject matter, and indicate the number of pages in the procedure. The date of the latest procedure transmitted will show on the lower right corner of the page. An example table of contents is shown in Figure A.

**3. Headings.** Preface all adopted procedures for individual chapters with the chapter number (1 through 11 as appropriate), a period, section number 7 (section reserved for Divisions), followed by “WESTERN FEDERAL LANDS PROCEDURE”. Note the heading of this procedure as an example.

**4. Subheading.** Following the heading, insert the chapter section, subsection, or paragraph with appropriate labels. Note the "Section 1.1 GENERAL. Subsection C. Revisions." subheading of this procedure. Describe the action to be taken to the subheading subject. A phrase such as add the following or delete paragraphs X through Y and substitute the following will define or clarify the modification.

When a new subsection is required, use, for example, the subheading: Section 1.1 GENERAL. Subsection D. Permits. (New Subsection.) This means that a “Subsection D. Permits.” has been added as a supplement to Section 1.1 GENERAL in Chapter 1.

**5. Statement of Purpose.** A short statement expressing the purpose of the revision or procedure should follow the subheading. Note this procedure as an example.

**6. Procedure Numbers.** The subheading information controls the numbering system used for all procedures. Use chapter section number, subsection letter if appropriate, and a sequential number. This procedure is numbered 1.1.C-1, which means it is supplemental guidance for Chapter 1, Section 1.1, Subsection C, and is the first Division procedure to be issued under Subsection C. A second procedure issued under this subsection would be numbered 1.1.C-2.

**7. Procedure Revisions.** When an adopted procedure is modified, corrected, or changed in any manner, reissue the procedure in its entirety, including a revised table of contents. The procedure number will remain the same and the effective date will be used to identify the most recent procedure.

For reissued procedures, place a vertical line to the right of the modified paragraph or to new material added, to highlight the current changes.

**8. Page Numbering.** Label the bottom of each page with “WFLHD Procedure No. X.X.X-X” in the lower left corner, page “X of X” in the lower center, and the effective date in the lower right corner of the page. The table of contents will not have a procedure number or page number on the bottom of the page, only the effective date.

**9. Figure Labeling.** All graphics, tables, exhibits, drawings, etc., will be considered figures in Division procedures. Label all figures alphabetically and sequentially beginning with Figure A. All figures will have a title or name. Figure labels and title/names should be easily distinguished from the figure as shown in Figures A, B, and C of this procedure. Use normal page numbering for full-page figures.

**10. Coordination Responsibility.** The following organizational units within WFLHD will be responsible for the coordination of adopted procedures:

Chapter 1	Project Development
Chapter 2	Program Planning and Administration
Chapter 3	Senior Environmental Engineer
Chapter 4	Project Development
Chapter 5	Survey/Mapping Team
Chapter 6	Geotechnical Team
Chapter 7	Hydraulics Team
Chapter 8	Highway Safety Engineer
Chapter 9	Project Development
Chapter 10	Bridge Team
Chapter 11	Project Development

All users of the manual are encouraged to submit recommendations to clarify procedures to either the Design Quality and Safety Engineer or the person in charge of the above organization units, as appropriate, for coordination for issuance.

As issues and concerns are identified, teams may be given the responsibility for revising existing procedures, or developing new procedures.

**11. Distribution.** The Director of Project Delivery will approve and distribute all procedures. Adopted Division procedures will be issued to all WFLHD manual holders, Eastern FLHD, Central FLHD, and the Federal Lands Highway Office (FLHO).

The Design Quality and Safety Engineer will establish a Division file to retain copies of all operating procedures. The file will be permanent and will not be destroyed or forwarded to the Federal Records Center. The Design Quality and Safety Engineer will also insure the procedures are posted electronically, printed and distributed as requested.

Adopted procedures will be sent out using Figure B. Transmittals of adopted operating procedures will be numbered sequentially beginning with W1.

A Summary of Transmittals, Figure C, will also be distributed with adopted procedures.

## CHAPTER 8 - SAFETY

### 8.7 DIVISION PROCEDURES

#### TABLE OF CONTENTS

Procedure Number	Date	Subject	Number of Pages
8.2-1	3/20/1988	Safety Effects of Cross-Section Design for Two-Lane Roads, Report No. FHWA RD-87/008 DOT, FHWA, 1987	1
8.2-2	10/22/1988	Effectiveness of Clear Recovery Zones, Transportation Research Board, Report 247, 1982	1
8.3.A-1	6/18/1990	List of Contacts to Obtain Accident Data from States, Local, and Federal Agencies	8
8.4.H-1	3/15/1988	Construction Zone Temporary Pavement Marking Guidelines	5
8.4.H-2	3/15/1989	Use of Drums for Traffic Control in Construction Zones	3

June 18, 1990

**Figure A**  
Example of "Table of Contents"

**Figure B**  
Example of "Adopted Procedures Transmittal Form"

WESTERN FEDERAL LANDS HIGHWAY DIVISION

TRANSMITTAL NO. W4

DATE: October 17, 2001

SUBJECT: Project Development and Design Manual  
Adopted Division Procedures

FROM: Ricardo Suarez, Director of Project Delivery  
Western Federal Lands Highway Division

/s/ Ric Suarez  
Signature

TO: All Holders of the WFLHD Project Development and Design Manual  
EFLHD, CFLHD, FLHO Manual Holders

The Division Procedure and Table of Contents accompanying this Transmittal Sheet shall be inserted in Chapter 1, Section 7, as follows: **MODIFY AS APPLICABLE**

CHG. NO.	REMOVE		INSERT		EXPLANATION OF CHANGES
	PROCEDURE	DATED	PROCEDURE	DATED	
1	Sect 1.7 Table of Contents	9/9/1999	Sect 1.7 Table of Contents	10/17/2001	Revised Table of Contents
2	1.1.C-1	9/9/1999	1.1.C-1	10/17/2001	Instructions for Issuing Division Procedures.

The Project Development Design Manual and all current procedures are available for inspection and download at <http://www.wfl.fhwa.dot.gov/design/manual/>

WESTERN FEDERAL LANDS HIGHWAY DIVISION

PROJECT DEVELOPMENT AND DESIGN MANUAL

**Adopted Procedures**

SUMMARY OF TRANSMITTALS

Transmittal Number	Transmittal Date	Description
W1	9/9/1999	Instructions for Issuing Division Procedures [Chapter 1]
W2	9/29/1999	ERFO Project Development [Chapter 9]
W3	12/9/1999	Environmental Analysis and Public Involvement [Chapter 3]

December 9, 1999

**Figure C**  
Example of "Summary of Transmittals"